



STATE OF IDAHO

EMERGENCY PREPAREDNESS GUIDE FOR ELECTED OFFICIALS

FALL 2008

IDAHO



BUREAU OF HOMELAND SECURITY

Elected officials play a crucial role in public safety. Their understanding and support of emergency management is vital to the safety and well-being of the public and communities.

National Emergency Management Association (NEMA)

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Please visit
www.bhs.idaho.gov
for more information on all
of the programs within the
Idaho Bureau of Homeland
Security

INTRODUCTION

Elected officials play a vital role in preparing our communities to successfully deal with the harmful effects of natural and man-caused disasters. Emergency management efforts should be recognized and supported by elected officials as a critical government service--- from mitigation, planning and preparing to response and recovery.

PURPOSE

The purpose of this document is to provide guidance and serve as a reference for emergency management within your jurisdiction. The intent is to eliminate or reduce the potential harm to emergency responders and the public from the effects of natural or man-made disasters.

County and local governments have the first line of public responsibility during emergencies and disasters...

Too often, chief local policy makers find themselves in unfamiliar territory.

DECLARATION PROCESS

What to Do When Disaster Strikes

**“The Role of
State
Government
should be to
support and
enhance local
community
emergency
response efforts,
including
focusing state
agency activities
on supporting
regional and
community needs
throughout
Idaho...”**

*State of Idaho Executive
Order.*

1. **DISASTER:** The event occurs and local jurisdictions respond through the local first responder community (Fire, Law Enforcement, Emergency Medical Service (EMS)). The first responder community will respond utilizing the Incident Command System (ICS). See diagram on page 7.

2. **LOCAL DECLARATION:** A local emergency declaration is issued at the municipality, county, or Tribal level.

3. **RESOURCE DEPLETION:** Local jurisdiction resources are utilized until they are overwhelmed or exhausted. The local Emergency Operations Center (EOC) or local Emergency Manager coordinates the provision of resources to the requesting Incident Commander.

See diagram
on page 8.

**BHS Area Field
Officers (AFOs) are
available to assist in
the declaration**

DECLARATION PROCESS

4. REQUEST FOR ASSISTANCE:

Local jurisdiction requests State assistance through the Idaho Bureau of Homeland Security (BHS).

5. STATE DISASTER REQUEST: The request for State assistance is forwarded to the Governor through BHS. The State of Idaho EOC located at Gowen Field, Boise coordinates the provision of resources to requesting jurisdictions.

6. GOVERNOR PROCLAMATION:

The Governor issues (can initially be verbal, but will always be in final written form) a supporting State Disaster Proclamation. When a disaster exceeds the State's capabilities for response or recovery the Governor can:

- Request a joint Preliminary Damage Assessment with Federal, State and Local authorities.
- Make a formal request to the Federal Emergency Management Agency (FEMA) Region X office in Bothell, WA for a Federal Presidential Major Disaster or Emergency Declaration

The key condition for State assistance is that the requesting county or tribal jurisdiction has a signed (County Commissioners/ Tribal Chair) Emergency Declaration.

DECLARATION PROCESS

For public officials to be effective leaders during times of crisis, they must have a clear understanding of how government responds to emergencies and disasters, what resources are available, what types of assistance can be provided to citizens, and how much time it may take to deliver that assistance.

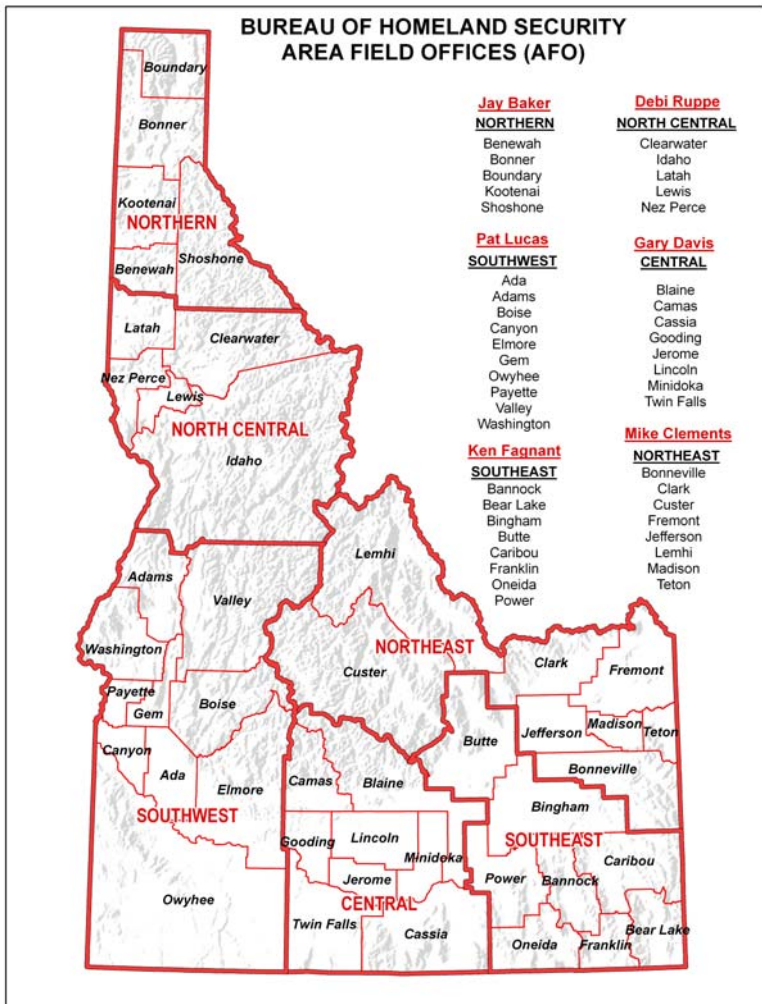
NEMA

7. FEDERAL DISASTER DECLARATION:

75% of allowable disaster costs are reimbursed by the Federal government to the State. Payment of the non-Federal share of allowable disaster costs (25%) is split between the State and the local community as determined by the Governor. Typically, the non-Federal share of allowable disaster costs are split 15% to the State and 10% to the affected local jurisdiction unless determined otherwise by the Governor.

8. TIMELINES FOR ASSISTANCE: Local requests for assistance can be done immediately or weeks after an event has taken place. The Governor's State Declaration can take place within hours through a verbal declaration or within 48 hours with a written declaration. A Federal request can take from 2 to 8 weeks to process and receive. State financial assistance takes place within weeks while Federal financial assistance can take months. Recovery efforts from initial work to closeout can take from 6 months to 2 years.

DECLARATION PROCESS



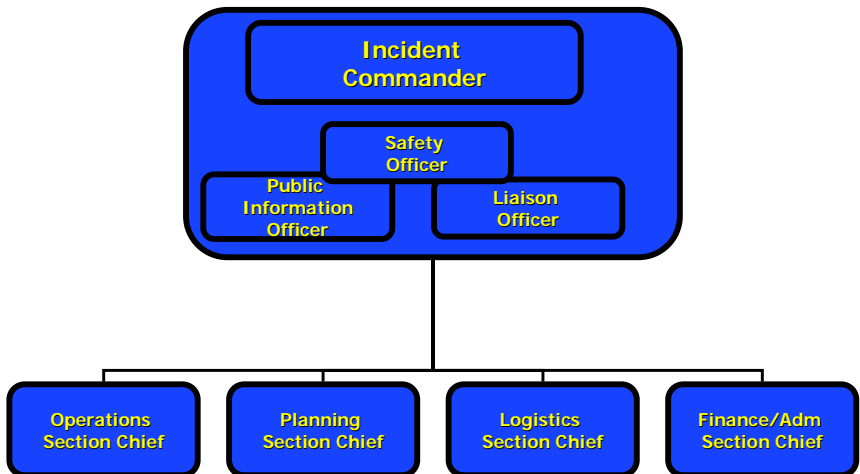
**BHS Area Field Officers work directly with the
local emergency managers.**

DECLARATION PROCESS

Incident Command System (ICS)

The local first responder community typically designates
the Incident Commander.

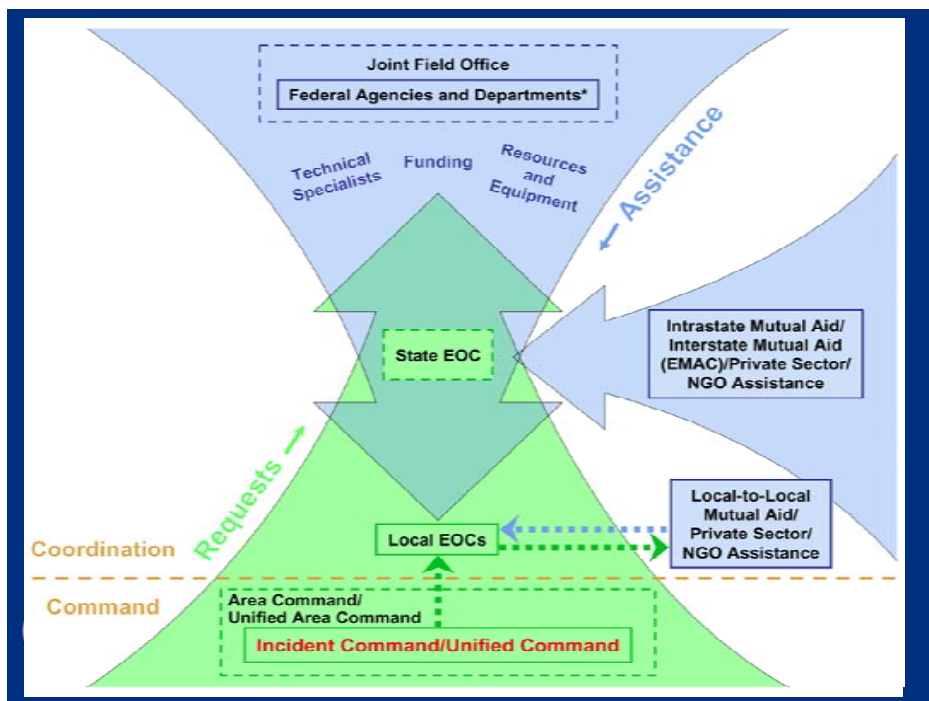
Standard ICS Structure



DECLARATION PROCESS

EOC Function

Resources requested by an Incident Commander are coordinated through the Emergency Operations Center at the Jurisdiction/Local level while resources requested by Jurisdictions are coordinated by the State of Idaho EOC.



*EMAC: Emergency Management Assistance Compact

**NGO: Non-governmental Organization

SPECIAL TEAMS

Region	Counties	Regional Response Team (RRT)	Bomb Squads	Idaho Collapse Search and Rescue (ICSAR)	Idaho Incident Management and Support Team (IIMAST)
I	Benewah, Bonner, Boundary, Kootenai, Shoshone	Kootenai Fire & Rescue	Spokane PD	Coeur d'Alene Fire	Statewide resource from all areas of State of Idaho
II	Clearwater, Idaho, Latah, Lewis, Nez Perce	Lewiston Fire			
III	Adams, Canyon, Gem, Owyhee, Payette, Washington	Caldwell Fire	Nampa PD		
IV	Ada, Boise, Camas, Elmore, Valley	Boise Fire	Boise PD & Mountain Home AFB	Boise Fire	
V	Blaine, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls	MVERT (Magic Valley Emergency Response Team)	Twin Falls PD		
VI	Bannock, Bear Lake, Butte, Bingham, Caribou, Franklin, Oneida, Power	Pocatello Fire		Pocatello Fire/Idaho Falls Fire	
VII	Bonneville, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton	Idaho Falls Fire	Idaho Falls PD	Pocatello Fire/Idaho Falls Fire	

SPECIAL TEAMS

<p>Regional Hazardous Materials Response Teams (RRTs)</p>	<p>These are a fire department based, specialized resource for responding to hazardous materials/WMD type incidents. Each team is working to become a Type 1 HazMat Team. Each team can provide for specialized chemical assessment, containment, research, and otherwise emergency control of chemical type incidents.</p>
<p>Bomb Squads</p>	<p>These are a law enforcement based, specialized resource for responding to explosives, suspicious packages, or other devices suspected of having explosive potential. They are equipped to remote assessment and render safe activities.</p>
<p>Idaho Collapse Search and Rescue Teams (ICSAR)</p>	<p>These are a fire department based, specialized rescue resource specifically designed to respond to the problems presented in completing search and rescue activities in collapsed structures. They can perform remote search, confined space, materials breaching, and other activities associated with reaching trapped persons within collapsed structures.</p>
<p>Idaho Incident Management and Support Team (IIMAST)</p>	<p>This is a team made up of individuals from fire, law enforcement, EMS, public health, public works, and other public entities to provide overhead management of large scale, state or lower type emergencies/events. This team is trained in the wildland type incident management style and can provide emergency organization to areas within the state that need this kind of assistance. This is a relatively new team and is still growing in capability.</p>

HAZARDOUS MATERIALS INCIDENT RESPONSE PLAN

ASSESSMENT: Local jurisdiction reports and responds to Hazardous Materials/Weapons of Mass Destruction (WMD) Incident.

NOTIFICATION: Incident Commander notifies local dispatch, dispatch notifies State Communications (StateComm), who notifies BHS Duty Officer and Department of Environmental Quality (DEQ)

Coordinator.

COORDINATION: BHS and DEQ representatives determine if an interagency conference call is necessary within 10 minutes for initial notification.

COLLABORATION: StateComm convenes initial call to include: BHS, DEQ, Incident Commander, and RRT member (additional agencies may be added depending on incident type).

CLASSIFICATION: Call will determine the scope of incident, assistance needed and classification upon consensus of the group.

FOLLOW-UP: StateComm performs notifications depending on classification. If other assistance or advice is requested additional conference calls will be set up until the emergency is declared over by the Incident Commander.

This plan is available on the BHS website at:

<http://www.bhs.idaho.gov/Pages/HazardousMaterials/Plan.aspx>

**State
Communications
(StateComm)
1-800-632-8000
or
208-846-7610**

HAZARDOUS MATERIALS INCIDENT COST RECOVERY

Title 39 Chapter 7112 of the “Idaho Hazardous Substance Response Act” states the Idaho Military Division shall recover costs arising out of a hazardous substance incident.

The State of Idaho will recover costs incurred by local jurisdictions when responding to an incident.

Costs must be submitted to BHS within 60 days of the termination of the incident.

Documented costs eligible for recovery:

- Materials and supplies
- Overtime or out of jurisdiction time
- Rental or leased equipment
- Decontamination or replacement of contaminated equipment
- Special technical services
- Medical monitoring
- Laboratory tests
- Waste disposal

**Spillers in Idaho are
“strictly liable”**

The cost recovery packet is available on the BHS website at:
http://www.bhs.idaho.gov/Pages/Hazards/PDF/Cost_Recovery_Form.pdf

TRAINING PROGRAM

Through partnerships with federal, state and local training providers, the Idaho Bureau of Homeland Security will ensure the widest possible access to all-hazard emergency management training for elected officials and first responders throughout Idaho.

The National Incident Management System (NIMS) is a comprehensive national approach to incident management, applicable to all jurisdictional levels and across functional disciplines. NIMS provides a consistent nationwide approach for federal, state, tribal entities, local governments, and private and non-governmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

Training will be used to meet the NIMS compliance and work toward building the capabilities of State and local government and non-governmental emergency preparedness and response personnel.

All of the federal preparedness and response grants including those managed by BHS have NIMS compliance requirements.

Local chief elected and appointed officials are urged to complete the IS-700 NIMS: An Introduction, as part of this compliance. This course is available online through FEMA at: <http://training.fema.gov/emiweb/IS/crslist.asp>

EXERCISE PROGRAM

The State Exercise Program is primarily focused to meet the needs of the local jurisdictions because all disasters are local. The program also fosters the building of strong partnerships among first response and emergency management agencies, organizations and communities.

6 types of exercises are commonly used and are categorized as either discussion-based or operational. Both are necessary for a comprehensive exercise program.

<i>Seminar</i>	<i>Drill</i>
<i>Workshop</i>	<i>Functional</i>
<i>Tabletop</i>	<i>Full-Scale</i>

Elected officials are essential to developing intergovernmental relationships prior to an event.

Exercising with the emergency responder community is one of the most effective ways to establish relationships, enhance policies and procedures, and measure our response capability.

Every county and tribe should work with their Local Emergency Planning Committee (LEPC) to submit a 2-year training and exercise plan to BHS. A comprehensive training and exercise program improves operational readiness, reveals planning weaknesses and resource gaps, improves coordination, clarifies roles and responsibilities, improves individual performance, and gains public recognition of the emergency services programs.

**Elected officials
need to understand
their emergency
authorities and
responsibilities,
and practice them
in conjunction
with emergency
management
officials before a
disaster occurs.**

NEMA

FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM

The Fire Management Assistance Program allows for the mitigation, management, and control of fires burning on publicly or privately owned forest or grasslands that would constitute a major disaster.

ELIGIBLE COSTS (less insurance proceeds)

Emergency work: evacuations and sheltering, police barricading and traffic control, arson investigation

EOC: when used as a Unified Command Center

Pre-positioning resources for up to 21 days:

Federal, out-of-State, and international resources

Firefighters health and safety: personnel comfort and safety items

Field camps and meals: in lieu of per diem mobilization and demobilization costs

Firefighting activities: temporary repair or damage caused

Costs for mitigation, management, and control of declared fires burning on combined Federal land, when such costs are not reimbursable by another Federal agency.

The Fire Management Assistance Process

1. Fire Event initiated and is **not** controlled
2. Declaration Requested **Immediately**
3. After Fire is controlled, conduct Damage Assessment.
State must demonstrate total eligible costs for a declared fire meet or exceed the individual fire cost (Currently \$100k per fire) or the cumulative fire cost threshold (Currently \$500k state threshold)
4. Applicant's Briefing and Kickoff Meeting
5. Completion of Project Worksheets
6. Funding Reimbursement (Federal to State to Applicant)

PUBLIC ASSISTANCE

The FEMA public assistance program funds the repair of eligible public and private nonprofit facilities- such as roads, government buildings, utilities, and hospitals that are damaged in disasters.

ELIGIBILITY (must meet all 4 requirements)

Applicant - State agencies, local governments, Tribal governments, and nonprofit organizations

Facility - Responsibility of eligible applicant, located in designated disaster area, not under specific authority of another Federal agency, and be active use at the time of the disaster

Work: *Emergency*- 6 months to complete

Debris Removal, Emergency Protective Measures

Permanent- 18 Months to complete

Road and Bridge Systems, Water Control

Facilities, Public Buildings/Equipment, Public

Utilities, and Other (Parks, Recreation)

Cost - Reasonable and necessary to accomplish work, comply with Federal, State, & local requirements for procurement, reduced by all applicable credits (i.e. insurance, salvage)

Public Assistance Process

1. Disaster Event takes place
2. Declarations and Preliminary Damage Assessment
3. Applicant's Briefing
4. Submission of Request for Public Assistance (within 30 day)
5. Kickoff Meeting (within 60 days)
6. Completion of Project Worksheets
7. Funding Reimbursement (Federal to State to Applicant)

INDIVIDUAL ASSISTANCE PROGRAMS

This assistance is not intended to restore damaged property to its condition before the disaster. It is meant to help with critical expenses that cannot be covered in other ways.

The Individual Assistance programs are available to individuals and families whose property has been damaged or destroyed and whose losses are not covered by insurance.

Disaster Housing may be available for displaced persons whose residences were heavily damaged or destroyed to make homes habitable.

Low-Interest Disaster Loans are available after a disaster for households from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, autos, clothing or other damaged personal property. Loans are also available to businesses for property loss and economic injury.

Disaster Grants are available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, transportation, medical, dental and funeral expenses.

Other Disaster Aid Programs include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security and Veteran's benefits.

Voluntary Organizations Active in Disaster (VOAD) may provide emergency and recovery assistance in a local, state or federally declared disaster.

These federal program funds cannot duplicate assistance provided by other sources such as insurance.

INDIVIDUAL ASSISTANCE PROCESS

ELIGIBILITY

Most programs require the county and the state to demonstrate that the need is beyond their capability. The guideline for Idaho that FEMA considers for disaster housing and grants is 50 homes damaged or destroyed.

SBA as a standalone program requires a statewide minimum of 25 applications from either individuals, businesses or both for initiation of physical property loans.

Individual Assistance Grant Process

1. Disaster Event takes place
2. Declaration and Preliminary Damage Assessment
3. Individuals and households will apply to FEMA via an 800 number or the internet.
4. After the application is taken, the damaged property is inspected to verify the loss.
5. The case is presented to SBA for a low interest loan.
6. If an applicant is denied by SBA, they will soon receive a check for the eligible amount.
7. The deadline for most individual assistance programs is 60 days following the President's major disaster declaration.

EMERGENCY ALERT MESSAGES

It is vital for government to be able to promptly and accurately inform the public about the seriousness of an event and provide assurances that leaders are fully informed and are directing the response with every available resource.

NEMA

Purpose: To inform the public of emergency situations and provide necessary information concerning actions that the public should take in a given situation.

What is it: The Emergency Alert System (EAS) system is used on both a national, state, and local agencies to issue emergency information to the public through radio and television broadcasters. Local jurisdictions, the National Weather Service (NWS), state emergency management agencies, FEMA, and the President of the United States all have access to the system.

How to initiate: The Idaho Bureau of Homeland Security is responsible for the EAS system in Idaho. The NWS is capable of entering weather information directly into the system. Civil emergencies, evacuation information, and sheltering information can be issued via the system by having your local emergency management coordinator

contact StateComm. StateComm will verify the information and issue the EAS alert. BHS is also capable of issuing these messages.

**State
Communications
(StateComm)
1-800-632-8000
or
208-846-7610**

AMBER ALERT MESSAGES

Purpose: To notify the public of missing and/or endangered children or mentally handicapped individuals.

Responsible Agency: The Idaho State Police (ISP) has operational control of the Amber Alert system. They receive guidance from the State Amber Alert Committee, which meets annually.

How to Activate: Police agencies are the only agencies allowed to request that an Amber Alert issuance takes place. Guidelines are in place which must be met prior to the issuance of an Amber Alert. The ISP actually issues the alert. It is broadcast via the EAS system, via Idaho Lottery terminals, highway warning signs, and other outlets.

**Idaho State
Police is the
coordinating
agency for the
Amber Alert
system.**

For Further Information:

Dawn Peck
Idaho State Police
208.884.7130
dawn.peck@isp.idaho.gov



GRANTS

These are the main grants administered by the Idaho Bureau of Homeland Security.

Emergency Management Performance Grant (EMPG)

- 2008 EMPG \$3,041,919
- 34% Pass through to local governments by State Law
- 50% State Match Requirement
- Annual Cycle, 2 year performance period
- Very flexible, used to provide most Emergency Management activities in Idaho

Homeland Security Grant Program (HSGP)

- Covers 3 programs State Homeland Security Grant Program (SHSP), Law Enforcement Terrorism Prevention Program (LETPP), and Citizens Corps Program (CCP).
 - 2008 SHSP \$6,170,000
 - 2008 CCP \$152,496
- 80% Pass through
- No Match Requirement
- The big grant program, terrorism focus, now this grant can be used for “all hazards”

GRANTS

Public Safety Interoperable Communications Grant (PSIC)

- 2007 \$7,289,000
- 75% pass through
- 25% match (supplied by state appropriation)
- One time only, 3 year performance period, NO EXTENTIONS
- Very narrow focus “interoperable communications”

Department of Transportation Hazardous Materials Grant (DOT)

- 2008-\$192,760
- Pass through 80%
- Match 20% in kind
- Annual grant, 1 year performance period
- Focus on HazMat Planning and training

Pre-Disaster Mitigation (PDM)

- 2007- \$617,248
- Pass through 100% with a state management cost
- Annual grant, 3 year performance period
- Mitigation plans and projects

**Other grants may be available to address specific agency needs or unique situations.
Please contact BHS for more information.**

NIMS compliance is mandatory as a grant condition for all preparedness and response Federal grants.

HAZARD MITIGATION

Mitigation Program: The Mitigation Program is organized within the Plans Section in the Idaho Bureau of Homeland Security. The Mitigation Program is responsible for hazard identification, risk and vulnerability assessment, mitigation planning, risk reduction and the administration of mitigation grant programs.

Mitigation Planning: Mitigation plans provide a strategic approach to reduce a community's vulnerability from natural and man-made hazards. This strategic approach provides a pro-active framework to protect citizens and property from natural and man-made hazards. The most common model for mitigation planning in Idaho is a County sponsored multi-jurisdiction all-hazard mitigation plan.




Hazard Mitigation Planning Benefits:

1. Strategic approach to risk reduction
2. Eligibility for FEMA's Hazard Mitigation Grant Program
3. Information on natural hazards
4. A tool for public education and outreach
5. An approach to protect citizens, infrastructure and property from hazards

Link to Idaho State Hazard Mitigation Plan:

<http://www.bhs.idaho.gov/Resources/PDF/SHMPFinalw-signatures.pdf>

HAZARD MITIGATION

<p><u>Mitigation Grant Programs:</u> The FEMA mitigation grant programs administered by the Idaho Bureau of Homeland Security provide funding to develop or update a hazard mitigation plan and complete mitigation projects to reduce a community's risk from floods, wildfires and earthquakes. Communities must have a FEMA approved hazard mitigation plan to be eligible for project funding.</p>	
	<p>Pre-Disaster Mitigation (PDM) Grant Program: This program provides funds for hazard mitigation planning and the implementations of mitigation projects prior to a disaster to reduce future potential losses from natural hazards to include floods, wildfires and earthquakes. This program provides up to \$3,000,000 for eligible projects with a 75/25 cost share requirement.</p>
	<p>Flood Mitigation Assistance (FMA) Program: This program provides funding for cost-effective measures to reduce or eliminate the long term risk of flood damage to buildings, manufactured homes, and other structures insured under the National Flood Insurance Program (NFIP).</p>
	<p>Hazard Mitigation Grant Program (HMGP): This program provides funds for hazard mitigation planning and the implementations of mitigation projects following a Presidential Disaster declaration under the Stafford Act. It provides funds reduce future potential losses from natural hazards to include floods, wildfires and earthquakes. Generally these funds are focused on the communities impacted by the disaster, but may be used statewide.</p>
<p>Link for additional detailed information on all mitigation grant programs: http://www.bhs.idaho.gov/Pages/Grants/HazardMitigationAssistanceGrantProgram.aspx</p>	

STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

The SIECs purpose is stated in Idaho Code 46 Chapter 12:

“The council will serve as the governing body in affairs of public safety wireless radio interoperable communications for local and private entities. The council will promote interagency cooperation and provide support statewide for efficient and effective use of local and private resources to achieve public safety wireless radio interoperable communications for local and private public safety agencies.”

Vision: Working together to build an interoperable public safety and public services communication system that will benefit all Idahoans.

Mission: The Statewide Interoperability Executive Council (SIEC) shall promote interagency cooperation and provide policy level direction to support efficient and effective use of resources to achieve interoperable communications.

The SIEC, in partnership with the Bureau of Homeland Security, will address gaps and determine solutions so that emergency response personnel at all levels of government and across all disciplines can communicate as needed, on demand, and as authorized.

The SIEC is comprised of members at the local, tribal, state and federal levels of emergency response.

EMERGENCY COMMUNICATIONS COMMISSION

The purpose of the Idaho E911 Emergency Communications Commission (ECC) is to assist cities, counties, ambulance districts and fire districts in the establishment, management, operations and accountability of consolidated emergency communications systems.

The Idaho E911 Emergency Communications Commission (ECC) was established by Idaho Statute Title 31, Chapter 48, Sections [15](#), [16](#), [17](#) and [18](#).

ECC Mission Statement:

**Enhancing Idaho's
public health, safety,
and welfare by
assisting emergency
communications
and response
professionals in the
establishment,
management,
operations, and
accountability of
consolidated
emergency
communications**

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BHS DIRECTORY

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BHS DIRECTORY

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BHS DIRECTORY

EMERGENCY ALERT MESSAGES

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djackson@bhs.idaho.gov

SIEC PROGRAM

Collier, Dodie

C/O Idaho State Police; 700 South Stratford Dr. Bldg #7
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(208) 407-6914 (cell)
dcollier@bhs.idaho.gov

ECC PROGRAM

Goldsmith, Eddie

C/O Idaho State Police; 700 South Stratford Dr. Bldg #7
Meridian, ID 83642 (208) 288-4006 (work)
(208) 249-0312 (cell)
egoldsmith@imd.idaho.gov

ACRONYMS

AFO	Area Field Officer
BHS	Idaho Bureau of Homeland Security
CCP	Citizens Corp Program
DEQ	Dept. of Environmental Quality
DOT	Dept. of Transportation
EAS	Emergency Alert System
ECC	Emergency Communications Commission
EMAC	Emergency Management Assistance Compact
EMPG	Emergency Management Program Grant
EOC	Emergency Operations Center
EMS	Emergency Medical Service
EOP	Emergency Operations Plan
FMA	Flood Mitigation Assistance
HMGP	Hazard Mitigation Grant Program
HSGP	Homeland Security Grant Program
ICS	Incident Command System
ICSAR	Idaho Collapse Search and Rescue
IIMAST	Idaho Incident Management and Support Team
ISP	Idaho State Police
LEPC	Local Emergency Planning Committee
LETPP	Law Enforcement Terrorism Prevention Program
NEMA	National Emergency Management Association
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NIMS	National Incident Management System

ACRONYMS

NWS	National Weather Service
PDM	Pre-Disaster Mitigation
PSIC	Public Safety Interoperable Communications
RRT	Regional Response Team
SBA	Small Business Administration
SIEC	Statewide Interoperability Executive Council
VOAD	Volunteer Organizations Active in Disasters
WMD	Weapons of Mass Destruction

We must work together to
save life and limit human
suffering, injury to wildlife,
damage to natural resources,
private and public property,
the environment and
economy from all hazards.

This image shows a full page of a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page, providing a template for writing or drawing. There is no text or other content on the page.